



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
**SENIOR SAFETY ENGINEER
(INDUSTRIAL)**



IG60 3909 8IR33
DEPARTMENTAL – PROMOTIONAL
STATEWIDE

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below and have a permanent civil service appointment with the Department of Industrial Relations, excluding State Compensation Insurance Fund, as of October 31, 2008, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than October 31, 2008, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$8115 - 9859 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in December 2008/January 2009.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by October 31, 2008, the final filing date.

(Continued on reverse side)

MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Two years of experience in the California state service performing the duties of an Associate Safety Engineer (Industrial).</p> <p>Or II</p> <p>Experience: Four years of experience as a safety engineer with responsibility for organizing and administering a comprehensive safety program, at least two years of which shall have been in industrial safety engineering; and</p> <p>Education: Equivalent to graduation from college with specialization in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to undertake additional training as needs are identified; willingness to live and work in an assigned area of the State; keenness of observation, tact and maturity.</p>
POSITION DESCRIPTION	<p>This is the first full supervisory level for the Safety Engineer (Industrial) classification series. A Senior Safety Engineer (Industrial) works in either the Research and Standards Development Unit, the Compliance Unit, the Cal/OSHA Consultation Division, or the OSH Standards Board. In a specific geographic area, an incumbent plans, organizes, directs and supervises the work of a group of Safety Engineers (Industrial) and Technicians; conducts complex studies and analyses; initiates investigations into occupational safety and health complaints associated with industrial and other occupational safety and health-related disciplines, and accidents; reviews and makes recommendations on reports of the seriousness of violations found; coordinates with Division staff in comparison of Federal/State standards; conducts committee meetings to revise or propose new safety orders within the California Plan; develops programs for promotion of safety concepts; consults with labor, management and public groups on the more complex and sensitive safety engineering problems and plans and implements seminars for industry and in-service training of staff; and may participate as technical advisor to the Standards Board during public hearings.</p>
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal Interview</p> <p>Scope: Emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. General engineering principles and methods as well as those specifically applicable to industrial safety engineering; 2. Principles and practices of safety engineering; 3. Operations, methods, equipment and safety devices primarily applicable to the industrial engineering safety orders of the Division of Occupational Safety and Health applicable to the industrial discipline; 4. Applicable provisions of the Labor Code; 5. Accident prevention techniques; 6. Sources of information on accident prevention work; 7. Consultation techniques;

	<ol style="list-style-type: none">8. How to develop and present evidence in legal hearings;9. Purposes, organization and activities of the Division of Occupational Safety and Health, OSH Standards Board, and the Cal/OSHA Consultation Service;10. Labor laws and compensation laws as applied to the work of the Division of Occupational Safety and Health;11. Industrial health hazards;12. Principles of effective supervision and training;13. Understanding of, and effectiveness in carrying out State and departmental equal employment opportunity policies. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Do difficult safety investigation work;2. Detect unsafe conditions and practices;3. Promote and conduct safety campaigns;4. Assist in the preparation and revision of safety orders;5. Interpret and apply the safety orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code;6. Learn the basic principles and techniques of safety engineering in related Occupational Safety and Health disciplines;7. Analyze situations accurately and adopt an effective course of action;8. Address groups;9. Speak and write effectively;10. Prepare reports and dictate correspondence;11. Present evidence and act as the Division representative in legal hearings;12. Consult on complex and sensitive safety engineering problems with labor, management and public groups;13. Conduct meetings and coordinate with other State and Federal agencies;14. Direct the work of staff;15. Apply the policies of the Department of Industrial Relations and the Division to which assigned.
VETERANS PREFERENCE	Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: As detailed in the section on knowledge and abilities in this bulletin.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929